

NAVAIR FLYING CLUB

MEMBER FOLDER ARRANGEMENT CHECKLIST

1	2

3	4

5	6

Flying club members shall arrange their records folder with the following information on the appropriate page as depicted above and listed below. It is the member's responsibility to keep the folder current. Failure to keep all records current will result in grounding.

When more than one item is listed for a side, the first item shall be on top (visible) and the remaining shall be behind the first in the order listed.

COMPLETE ENTRIES ON THIS SHEET IN PENCIL

Side 1

This checklist sheet
Copy of membership application
Member Briefing/In-Processing check list
Letter of Good Standing

Side 3

Covenant Not to Sue. Due Date _____

Side 5

Aircraft Exam for each aircraft
Annual renewal due date _____

Side 2

Copy of Pilot certificate
Copy of Medical Certificate. Expires: _____
(May be on same sheet)

Side 4

Annual Pilot Checkout Form. Due Date: _____
Training Record (for new ratings only)

Side 6

Local FAR/AIM Exam. Due Date: _____
If not applicable, write NA
Instrument Exam. Due Date: _____
CFI Exam. Due Date: _____

Reminder: Also be sure your Pilot Qualification Record (PQR) and aircraft currency cards are current.